Substance Abuse and Crime Prevention Act SACPA Reporting Information System

User Manual

Updated: August 28, 2003

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**Part Three:
Quick
Reference**

Add County Plan (page 22)
1.   Select the Submissions link on the Navigation bar.
2.   Select the link of the fiscal year for which you are submitting your County Plan.
3.   Select the Fiscal Year Set Up link
4.   Enter your Excess Funds Carry Over amount from the prior year.
5.   Click the Save button.
6.   Select the Prior Page link.
7.   Select the County Plan link.
8.   Select the Add a County Plan link.
9.   Determine if you want to add a plan using a blank template (page 22) or copy data from an existing plan and select the appropriate link (page 25).
10.   Select the link for each web form and complete all fields listed. Complete the following forms: Entity, Service/Activity, Client Projections, Capacity Projections, Plan Questions and Plan Description Files. SATTA (SB 223) plan questions are included in these forms.
11.   Click Save after entering data on each web form.

Update County Plan (page 28)
1.   Select the Submissions link on the Navigation bar.
2.   Select the link of the fiscal year for which you are updating your county plan.
3.   Select the County Plan link
4.   Select the Update or View an Existing County Plan link.
5.   Select the link of the plan you wish to update (links are Plan Type, Version and Status).
6.   Select the link for each web form and complete all the fields listed. Complete the following forms: Entity, Service/Activity, Client Projections, Capacity Projections, Plan Questions and Plan Description Fields, SATTA (SB 223) plan questions are included in these forms.
7.   Click Save after updating each web form.

Delete County Plan (page 60)
1.   Select the Submissions link on the Navigation bar.
2.   Select the link of the fiscal year for which you are updating your county plan.
3.   Select the County Plan link.
4.   Select the Delete an Existing County Plan link.
5.   Click the Delete button next to the County Plan you wish to delete.

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Part Three: County Plan Submission

Getting Started

There are two steps in the process of creating and submitting your county plan for a given fiscal year. The first step is "Setting Up the Fiscal Year." You may begin entering the County Plan after you have set up the fiscal year.

Setting Up the Fiscal Year

If your county has excess funds available from the prior fiscal year that can be applied to the new fiscal year's allocation, you may transfer these funds using the Fiscal Year Set Up page in the SRIS.

1. Log on to the SRIS. For help logging on refer to page 2.

2. Click the Submissions link on the navigation bar on the left side of the screen. Then, click the link for the fiscal year of the plan you would like to create. Figure 3.1 is a screen shot of the Fiscal Year Selection page.

Figure 3.1: Fiscal Year Selection Page.

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Department of Alcohol and Drug Programs   **SACPA Reporting Information System**

Alameda County   Health Care Services Agency/Behavioral Health Care Services

Fiscal Year Selection

To view or set up your county's contact information and authorized approvers, please select the County Information link.
To change your password, please select the Change Password link.
To produce reports (hardcopy or electronic) from your data, please select the Reporting link.

To Start or Modify Your County's Submission to ADP
Select a Fiscal Year

2000/2001   👉 Fiscal Year Links

2001/2002

2002/2003

2003/2004

2004/2005

2005/2006

3. Click the Fiscal Year link you will be working in. The Fiscal Year Options page will be displayed. Figure 3.2 is the Fiscal Year Options page.

Figure 3.2:
Fiscal Year
Options Page.

4. Click the Fiscal Year Set Up link. This will direct you to the module that allows you to transfer excess funds from the prior year. This module also allows you to modify your county's tax identification number, if necessary. See Figure 3.3.

Figure 3.3:
Fiscal Year
Information
Module.

5. In the **Excess Funds Carry Over $** field, enter the carry over amount to be added to the allocation for the new fiscal year. The County Employer ID will be automatically generated for the county. You may modify this number, if necessary.

6. Click the **SAVE** button. The Fiscal Year Information Module will be re-displayed with the **Total ADP $ Allocation for Fiscal Year** field updated.

7. Click the Prior Page link after the Fiscal Year has been set up to return to the Submissions Type page for the selected fiscal year.

Creating a County Plan

This section guides you through the process of creating or updating your County Plan for the selected fiscal year.

There are two ways to create a County Plan:
By using a blank template.
By making a copy of an existing County Plan and updating it. See page 25.

Using a Blank Template

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to create a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.4.

Figure 3.4: Fiscal Year Options Page.

4. Click Add a County Plan link on the Select an Activity page displayed. See figure 3.5 for an example of the Select an Activity page.

**Figure 3.5:
Select an
Activity Page.**

5. Once you have clicked the Add a County Plan link, another Select an Activity page will be displayed. On this page, you will click the Create a New County Plan using a Blank Form link on the second Select an Activity page. See figure 3.6.

**Figure 3.6:
Select an
Activity Page.**

6. Click the link for the page you would like to update from the County Plan Data Selection page. Each page link will have a series of data entry fields. Figure 3.7 is the County Plan Data Selection page.

**Figure 3.7:
County Plan
Data Selection
Page.**

Entity

    The Entity link allows you to enter amounts for planned expenditures by treatment type. Updating this page is discussed in further detail in the section - County Plan Entity Information on page 41.

Service/Activity

    The Service/Activity link allows you to enter amounts for planned expenditures per Activity/Activity type. Updating this page is discussed in further detail in the section - County Plan Service/Activity information on page 45.

Client Projections

    The Client Projections link allows you to enter the number of estimated clients by treatment/service type. Updating this page is discussed in further detail in the section - County Plan Projection Information on page 53.

Capacity Projections

    The Capacity Projections link allows you to enter the estimated capacity by service type and referral source. Updating this page is discussed in further detail in the section - County Plan Capacity Projection Information on page 50.

Plan Questions

    The Plan Questions link allows you to answer questions regarding the input received for plan development. Updating this page is discussed in further detail in section - County Plan Questions Page of the County Plan on page 57.

Plan Description Files

    The Plan Description Files link allows you to upload your County Plan description to include your plan information. Uploading plan description files is discussed in further detail in the section - County Plan Description Files on page 57.

7. Click the **SAVE** button to save your change after you have completed the changes.

8. Click the Prior Page link at the bottom of each page after you have completed entering the data to return to the County Plan Data Selection page.

9. Select the next page to update. You may update each page as often as you like.

> **Note:**
> *The plan will not be submitted to ADP until you change the status of the plan to County Approved. Updating your plan status is discussed in further detail in the section, County Plan Status, on page 38.*

Using an Existing County Plan to Create a New One

This is the second method for creating a County Plan. This method allows you to begin with an existing County Plan, and then update the information as necessary to reflect planning for the new fiscal year.

> **Note:**
> *In order to add a new County Plan you must first set up the fiscal year. If you have already set up the fiscal year continue onto step 1. If you need instructions on setting up the fiscal year refer to page 20.*

1. Log on to the SRIS and click the Submissions link in the navigation bar on the left side of the screen.

2. Click the Fiscal Year link for which you want to create a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.8.

**Figure 3.8:
Fiscal Year
Options Page.**

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Department of Alcohol and Drug Programs   **SACPA Reporting Information System**

Alameda County   Health Care Services Agency/Behavioral Health Care Services

Fiscal Year 2002/2003

To begin, enter your rollover amount from the prior year using the Fiscal Year Set Up link below:

Fiscal Year Set Up

Next, select the submission type you would like to complete:

County Plan   👉   County Plan Link

Expenditure, Client Counts and Wait List Report - First Six Months (July 1 to December 31)

Expenditure, Client Counts and Wait List Report - Annual (July 1 to June 30)

Financial Status Report

3. Once you click the County Plan link, a County Plan Activity page will be displayed. On this page click Add a County Plan link; See figure 3.9 for an example of the Select an Activity page.

Figure 3.9: Select an Activity Page.

4. A second Select an Activity page will be displayed. Click the Create a new County Plan by copying an Existing County Plan link. The county plan selection page will be displayed. Figure 3.10 is an example of the second Select an Activity page.

Figure 3.10: Second Select an Activity Page.

5. Click on the Fiscal Year version you would like to copy. The new version of the plan is added to the County Plans List page. Figure 3.11 is an example of the Add a County Plan for Fiscal Year by Copying an Existing Plan List page.

Figure 3.11: Add a County Plan for Fiscal Year by Copying an Existing Plan List Page.

6. Click on the page you would like to update from the County Plan Data Entry Selection page displayed. Figure 3.12 is an example of the County Plan Data Entry Selection page.

Figure 3.12: County Plan Data Selection Page.

7. Click the page you would like to update. You may select the following options:

Entity

The Entity link allows you to enter amounts for planned expenditures by treatment type. Updating this page is discussed in further detail in the section - County Plan Entity Information on page 41.

Service/Activity

The Service/Activity link allows you to enter amounts for planned expenditures per Activity/Activity type. Updating this page is discussed in further detail in the section - County Plan Service/Activity information on page 45.

Client Projections

The Client Projections link allows you to enter the number of estimated clients by treatment/service type. Updating this page is discussed in further detail in the section - County Plan Projection Information, on page 53.

Capacity Projections

The Capacity Projections link allows you to enter the estimated capacity by service type and referral source. Updating this page is discussed in further detail in the section - County Plan Capacity Projection Information, on page 50.

Plan Questions

The Plan Questions link allows you to answer questions regarding the input received for plan development. Updating this page is discussed in further detail in the section - County Plan Questions Page of the County Plan on page 57.

Plan Description Files

The Plan Description Files link allows you to upload your County Plan description to include with your plan information. Uploading plan description files is discussed in further detail in the section - County Plan Description Files on page 57.

9. Complete the necessary fields and click the **SAVE** button to save your changes.

10. Click the Prior Page link at the bottom of each page after you have completed entering the data to return to the County Plan Data Selection page.

Note:
The plan will not be submitted to ADP until you Update the Status of the plan to County Approved. Updating your plan status is discussed in further detail in the County Plan Status section on page 39.

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11. Select the next page to update. You may update each page as often as you like.

Viewing or Updating a County Plan

Existing County Plans may be viewed, updated, and revised. The instructions that follow take you through the process of completing these tasks.

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

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3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.13.
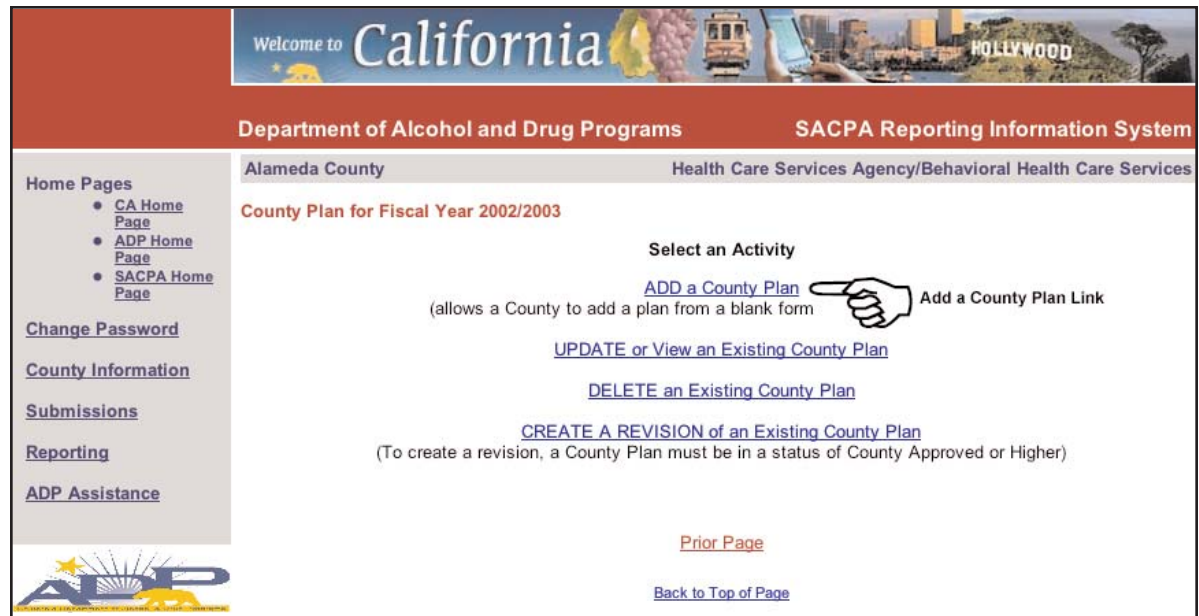
**Figure 3.13:
Fiscal Year
Options Page.**

4. Click the Update or View an Existing County Plan link from the submissions type page. The Select an Activity page will be displayed. See figure 3.14 for an example of the Select an Activity page.

**Figure 3.14:
Select an
Activity Page.**

5. Click the link of the plan or plan revision you wish to view or update from the County Plan List page. See figure 3.15.

**Figure 3.15:
County Plan
List Page.**

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County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the ADP Liaison.

Allocated By ADP $300,000   County Rollover $25,000   Total Available Funds $325,000

Plan Type	Version or Revision Date	Last Revised	Status	Total $ Allocated per Plan [Entity]	Allocation $ Difference (ADP Allocation - Plan [Entity])
Revision	06/02/2003	07/22/2003	Draft	30,000	295,000
Revision	06/01/2003	07/22/2003	Revision County Approved	30,000	295,000
Original	28	08/26/2003	Draft	15,000	310,000
Original	27	08/26/2003	Draft	0	325,000
Original	26	08/26/2003	Draft	0	325,000
Original	5	03/10/2003	Draft	0	325,000
Original	3	07/15/2003	Final	0	325,000
Original	1	04/09/2003	County Approved	15,000	310,000

Prior Page

Note:
The Plan Type, Version, Revision Date, and Status fields all act as links to the plan or revision you have selected. Each link takes you to the County Plan Options page for the selected plan.

6. Click the page you would like to update. You may select the following options:

Entity
   The Entity link allows you to enter amounts for planned expenditures by treatment type. Updating this page is discussed in further detail in the section - County Plan Entity Information on page 41.

Service/Activity
   The Service/Activity link allows you to enter amounts for planned expenditures per Activity/Activity type. Updating this page is discussed in further detail in the section - County Plan Service/Activity information on page 45.

Client Projections

The Client Projections link allows you to enter the number of estimated clients by treatment/service type. Updating this page is discussed in further detail in the section - County Plan Projection Information on page 53.

Capacity Projections

The Capacity Projections link allows you to enter the estimated capacity by service type and referral source. Updating this page is discussed in further detail in the section - County Plan Capacity Projection Information on page 50.

Plan Questions

The Plan Questions link allows you to answer questions regarding the input received for plan development. Updating this page is discussed in further detail in the section - County Plan Questions Page of the County Plan on page 57.

Plan Description Files

The Plan Description Files link allows you to upload your County Plan description to include with your plan information. Uploading plan description files is discussed in further detail in the section - County Plan Description Files on page 57.

7. Complete the necessary fields and click the **SAVE** button to save your changes.

8. Click the Prior Page link at the bottom of each page after you have completed entering the data to return to the County Plan Data Selection page.

9. Select the next page to update. You may update each page as often as you like.

County Plan Version

You may choose to create multiple County Plans within a given fiscal year. For example, when trying to derive an accurate allocation of dollars by using different combinations of data, you may want to keep a record of the different working versions ("what-if scenarios") of the plan. The SACPA Reporting Information System automatically assigns version numbers to each plan created within a given fiscal year.

The first County Plan that is created for a given fiscal year will be assigned version 1. Version numbers will automatically be assigned incrementally to each subsequent plan created within the same fiscal year.

To view a list of all County Plan and Versions, do the following:

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.16.

Figure 3.16: Fiscal Year Options Page.

4. Click the Update or View an Existing County Plan link from the submissions type page. The Select an Activity page will be displayed. See figure 3.17 for an example of the Select an Activity page.

Figure 3.17: Select an Activity Page.

5. Click the link of the plan or plan revision you wish to view or update from the County Plan List page from the page displayed. See figure 3.18.

Figure 3.18: County Plan List Page.

Department of Alcohol and Drug Programs   **SACPA Reporting Information System**

Alameda County   **Health Care Services Agency/Behavioral Health Care Services**

County Plans for Fiscal Year 2002/2003

To view/update a County Plan, select the link of the County Plan version or revision you would like to view/update.

Note: A County Plan with a Status of 'ADP Approved' or 'ADP Received/Issues Pending' may not be updated without a status change by the ADP Liaison.

Allocated By ADP $300,000   **County Rollover** $25,000   **Total Available Funds** $325,000

Plan Type	Version or Revision Date	Last Revised	Status	Total $ Allocated per Plan [Entity]	Allocation $ Difference (ADP Allocation - Plan [Entity])
Revision	06/02/2003	07/22/2003	Draft	30,000	295,000
Revision	06/01/2003	07/22/2003	Revision County Approved	30,000	295,000
Original	28	08/26/2003	Draft	15,000	310,000
Original	27	08/26/2003	Draft	0	325,000
Original	26	08/26/2003	Draft	0	325,000
Original	5	03/10/2003	Draft	0	325,000
Original	3	07/15/2003	Final	0	325,000
Original	1	04/09/2003	County Approved	15,000	310,000

Prior Page

County Plan Revision

County Plans with a 10 percent or greater change must be revised and submitted. The county may choose to create a revision based on an existing County Plan with a status of County Approved or higher. See "County Plan Status" on page 38 for descriptions of County Plan statuses. Users can also create new revisions from the previous revision as long as the status of that revision is "County Approved" or higher. The County Plan (original or revised) used to create the revision will be frozen so that no additional changes, other than status changes made by ADP, will be allowed.

> **Note:**
> *Multiple versions of revisions are not allowed.*

To create a revision of an existing County Plan:

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.19.

Figure 3.19: Fiscal Year Options Page.

4. Click the Create a Revision of an Existing County Plan link from the Select an Activity page. This page will allow you to view versions and drafts of the County Plan. Figure 3.20 is the Create a Revision of an Existing County Plan page.

> **Note:**
> *In order to create a revision of an existing County Plan you must have a plan in the fiscal year with a status of County Approved or higher. If there are no plans with that status you will receive an error message stating: "County Plans must be in a status of County Approved or higher in order to be revised. Unable to locate any County Plans that meet this criteria."*

Figure 3.20: Create a Revision of a County Plan Page.

5. Enter a Revision Date for the revised plan. The revision date must fall within the selected plan year. If you have more than one revision, each must have a revised date, which falls after the prior revision.

6. Click the **CREATE REVISION** button after you have entered the revision date. The County Plan Data Entry Selection page will be displayed. Figure 3.21 is an example of the County Plan Data Entry Selection page.

Figure 3.21: County Plan Data Entry Selection Page.

Viewing or Updating County Plan Revisions

County Plans are marked either "Revision" or "Original" on the County Plan List in the Plan Type column.

To view a list of all County Plans and Revisions

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.22.

Figure 3.22: Fiscal Year Options Page.

4. Click the Update or View an Existing County Plan link from the submissions type page. The Select an Activity page will be displayed. See figure 3.23 for an example of the Select an Activity page.

**Figure 3.23:
Select an
Activity Page.**

5. Click the link of the plan or plan revision you wish to view or update from the County
Plan List page. See figure 3.24.

**Figure 3.24:
County Plan
List Page.**

> **Note:**
> *The County plan revision will be noted as a revision under the plan type. Click the link of the revision you wish to view. The Plan Type field, Version or Revision Date and Status fields all act as links to the plan or revision you wish to view. This will take the user to the County Plan data entry selection page.*

6. Click the link of the revision you wish to view or update.

County Plan Status

Each County Plan that is created will be assigned a status. You will change the status of a County Plan as you progress through the development and approval processes. There are three statuses that can be assigned by a county and two that can be assigned by ADP:

County Assigned Statuses
Draft- The system automatically assigns this status to a county plan when it is first created. Multiple plans within a fiscal year may be marked with DRAFT status.
Final- County users will mark a county plan with FINAL status when the plan is ready for approval by the appropriate county representative.
County Approved- (REVISED COUNTY APPROVED for County Plan Revisions) County users will mark a county plan with APPROVED status when a plan has been approved by the appropriate county representative and is ready to be reviewed by ADP.
ADP Assigned Statuses
ADP Approved- (also REVISED ADP APPROVED for County Plan Revisions) ADP will assign this status to a county plan to mark a plan that was used to request the county's allocation.
ADP Review/Issue Pending- (not available for County Plan Revisions) ADP will assign this status to a county plan to mark a plan that is in the process of review or if there are issues with the plan.

> **Notes:**
> *Within 20 working days of receipt of a County Plan with County Approved status, ADP will either update the status to ADP Approved, or will contact the county if issues exist and change the status to ADP Review/Issues Pending. A county plan with ADP Approved or ADP Review/Issues Pending status cannot be updated or deleted.*

Updating a County Plan Status

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.25.

Figure 3.25: Fiscal Year Options Page.

4. Click the Update or View an Existing County Plan link from the submissions type page. The Select an Activity page will be displayed. See figure 3.26 for an example of the Select an Activity page.

**Figure 3.26:
Select an
Activity Page.**

5. Click the link of the plan or plan revision you wish to view or update from the County Plan List page. See figure 3.27.

**Figure 3.27:
County Plan
List Page.**

6. Click the link of the revision you wish to view or update.

> **Note:**
> *The County plan revision will be noted as a revision under the plan type. Click the link of the revision you wish to view. The Plan Type field, Version or Revision Date and Status fields all act as links to the plan or revision you wish to view. This will take the user to the County Plan data entry selection page.*

7. Click the Update Status link. The Update Status page will be displayed. Key information regarding the selected county plan is displayed. Current Status of the plan also will be displayed. See figure 3.28.

Figure 3.28: County Plan List Page.

8. Click the radio button of the desired status from the "Change Plan Status" list and click the **SAVE** button. This will change the status of the plan and return you to the County Plan Data Entry Selection page. The new status will also be displayed in the plan information heading.

County Plan Entity Information

Enter data to update the Entity Information page. See figure 3.29 for an example of the County Plan Entity Information Update page.

**Figure 3.29:
County Plan
Entity
Information
Update Page.**

Original Plan Entity Information for Fiscal Year 2002/2003, Version 28
Status: *Draft*   Created: *08/26/2003*   Last Revised:

To add/update Plan Entity Information, enter Entity Type and Planned Dollars information and click the Save button.

Total Allocation $325,000 = $300,000 (ADP Allocation) + $25,000 (Rollover)

Delete Line	Entity Type	Planned Dollars Direct Services	Admin Activities	Total	% Total Allocation	% Total Planned Expend
	Drug Treatment					
☐	Meth program	2,500	2,500	5,000	1.5	33.3
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
	Drug Treatment SubTotal	**2,500**	**2,500**	**5,000**	**1.5**	**33.3**
	Other Service					
☐	counseling	2,500	2,500	5,000	1.5	33.3
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
	Entity Grand Total	**7,500**	**7,500**	**15,000**	**4.6**	**100.0**

SATTA (SB223) Allocation $50,000

Delete Line	SATTA (SB223) Entity Type	Planned Dollars Direct Services	Admin Activities	Total	% SATTA Allocation	% Total Planned Expend
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
		0	0	0	0.0	0.0
	SATTA Entity Grand Total	**0**	**0**	**0**	**0.0**	**0.0**

[Save] [Reset] [Cancel]

Prior Page

1. Enter the names of the entities responsible for drug treatment administration in the **Drug Treatment** field.

2. Enter the amount of planned SACPA expenditures for providing direct drug treatment services by entity in the **Direct Services** field.

Enter the following information for each drug treatment entity you listed:

Direct Services
Functions associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for Direct Services include direct costs, and indirect costs (excluding administrative activities).

Direct Costs
Includes any costs that can be identified directly to a service.

Indirect Costs
Includes any operating expenses; equipment costs and line organizational unit indirect costs which cannot practically be charged directly to a service.

3. Enter the amount of planned SACPA expenditures for supporting administrative (non-direct) services by entity in the **Administrative Activities** field.

Administrative Activities
Administrative activities typically occur for a common or joint purpose. Administrative activities include general administration, planning, and policy development. Also included are budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.

Note:
For additional information on direct, indirect, and administrative costs contact your ADP analyst.

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4. Enter the names of other county service entities that will receive SACPA funds for services and activities in the Other Service field. Refer to Section 9505, Title 9, CCR. Examples of Other Service entities include the County Office of Education, Social Services, Mental Health, Public Health, and the local Workforce Investment Board.

Note:
Do not enter Criminal Justice entities, such as courts or probation in this section. Enter them in the Criminal Justice fields, step 7.

Other Services:

Literacy Training
> Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in the section 9505 (12), Title 9, CCR.

Family Counseling
> Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with section 4980 through 4981 of the Business and Professions Code, as described in the section 9505 (10), Title 9, CCR.

Vocational Training
> Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in the section 9505 (17), Title 9, CCR.

Other Client Services
> Other Client Services are services the county plans to fund in order to serve SACPA clients, excluding vocational training, family counseling, and literacy training.

Enter the following information for each Other Service:

5. Enter the amount of planned SACPA expenditures for direct services in the **Direct Services** field.

Direct Services
> Functions associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for Direct Services include direct costs, and indirect costs (excluding administrative activities).

6. Enter the amount of planned SACPA expenditures for administrative (non-direct) services in the **Administrative Activities** field.

Administrative Activities
> Administrative activities typically occur for a common or joint purpose. Administrative activities include general administration, planning, and policy development. Also included are budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.

7. Enter the name/type of entity/entities that will receive SACPA funds for services and activities in the Criminal Justice field. Criminal Justice entities include the Court and Probation Departments.

Enter the following information for each Criminal Justice entity listed:

8. Enter the amount of planned SACPA expenditures for direct services in the **Direct Services** field.

Direct Services
> Functions associated with the provision of specific services for, or case management of, SACPA clients. Planned costs for Direct Services include direct costs, and indirect costs (excluding administrative activities).

9. Enter the amount of planned SACPA expenditures for administrative (non-direct) services in the **Administrative Activities** field.

Administrative Activities
> Administrative activities typically occur for a common or joint purpose. Administrative activities include general administration, planning, and policy development. Also included are budgeting, accounting, personnel, business services, management analysis, training and legal. The costs of these activities are distributed to specific client service and case management activity functions based upon an equitable allocation plan.

10. Enter the entities responsible for administering SATTA funds in the SATTA (SB 223) field, and the amount planned for each entity split by Administrative Activities for Direct Services if available.

11. Click the **SAVE** button when your data entry is complete. The County Plan Entity Information page will update and display calculated Totals and Percentages of ADP Allocation.

12. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process to update the page until your data is correct. Once you are satisfied with the data, click the Prior Page link at the bottom of the page to return to the County Plan Data Entry Selection page.

Deleting County Plan Entity Line Items	Follow the instructions below to delete an Entity line from the Entity Plan Information Page that has been submitted. Simply clearing the data will cause submission errors.

1. Click the check box(es) next to the County Plan Entity line item(s) that you want to delete.

2. Click the **SAVE** button at the bottom of the screen. The County Plan Entity Information page is redisplayed with selected information deleted.

County Plan Service/Activity Information	Enter data to update the Service/Activity Information page. See figure 3.30 for an example of the Service/Activity Information page.

Figure 3.30: Service/Activity Information Page.

Revised Plan Service/Activity Information for Fiscal Year 2002/2003, Revision Date 06/02/2003
Status: *Draft*   Created: *07/22/2003*   Last Revised: *08/27/2003*

To update Plan Service/Activity Information, enter Planned Dollars information and click the Save button.

Total Allocation $325,000 = $300,000 (ADP Allocation) + $25,000 (Rollover)

	Planned Expenditures	% Total Allocation	% Total Planned Expend
Services			
Drug Treatment			
Non-Residential / Outpatient			
Treatment/Recovery - No Meds	1,100	0.3	7.3
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0.0	0.0
Day Program-Intensive	0	0.0	0.0
Detoxification - No Meds	0	0.0	0.0
Detoxification - Methadone, LAAM, or Other Meds Prescribed	2,000	0.6	13.2
Non-Residential / Outpatient Subtotal	**3,100**	**1.0**	**20.5**
Residential			
Detoxification (Hospital)	2,000	0.6	13.2
Detoxification (Non-Hospital) - No Meds	0	0.0	0.0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	0	0.0	0.0
Treatment/Recovery - No Meds	2,000	0.6	13.2
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0	0.0	0.0
Residential Subtotal	**4,000**	**1.2**	**26.5**
Drug Treatment Subtotal	**7,100**	**2.2**	**47.0**
Other Service			
Literacy Training	2,000	0.6	13.2
Family Counseling	0	0.0	0.0
Vocational Training	2,000	0.6	13.2
Other Client Services	0	0.0	0.0
If Other Client Services planned, please provide details below			
Other Service Subtotal	**4,000**	**1.2**	**26.5**
Services Subtotal	**11,100**	**3.4**	**73.5**
Case Management Activities			
Referral/Assessment	2,000	0.6	13.2
Placement	0	0.0	0.0
Court Monitoring	0	0.0	0.0
Supervision	2,000	0.6	13.2
Miscellaneous Activities	0	0.0	0.0
If Miscellaneous Activities planned, please provide details below			
Case Management Activities Subtotal	**4,000**	**1.2**	**26.5**
Grand Total	**15,100**	**4.7**	**100.0**

SATTA (SB223) Allocation $50,000

SATTA (SB 223)	Total Projected Spending	% SATTA Allocation	% SATTA Total Planned Expend
SATTA (SB 223)			
Drug Testing for SACPA Clients	0	0.0	0.0
Other Purposes	0	0.0	0.0
SATTA (SB 223) Totals	**0**	**0.0**	**0.0**

[Save] [Reset] [Cancel]

1. Enter Planned Expenditures for the Drug Treatment types:

Non-Residential/Outpatient
Participants reside outside of the program facilities for these services.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities, and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

Day Program - intensive
This category includes:
(a) Services provided to drug abuse clients under Medi-Cal "Day Care Habilitative" category.

(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night, and may also have regularly assigned and supervised work functions.

(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.

Detoxification - no meds
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.

Detoxification - Methadone, LAAM, or other meds prescribed
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.

Residential
In all types of residential services, participants reside in the program facility on a 24-hour per day basis, receiving food and shelter as part of the treatment/recovery service.

Enter Planned Expenditures for the following drug treatment types:

Detoxification (hospital)
Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.

Detoxification (non-hospital) - no meds
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is not administered.

Detoxification (non-hospital) - Methadone, LAAM, or other meds prescribed
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

3. Enter Planned Expenditures for the Other Service types.

Literacy Training
Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in section 9505 (12), Title 9, CCR.

Family Counseling
Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with section 4980 through 4981 of the Business and Professions Code, as described in section 9505 (10), Title 9, CCR.

Vocational Training
Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in section 9505 (17), Title 9, CCR.

Other Client Services
Other Client Services are services the county plans to fund in order to serve
SACPA clients, excluding vocational training, family counseling, and literacy
training.

Note:
*Specify Other Client Services: List/describe services (other than those listed above)
that the county plans to fund in order to serve SACPA division.*

4. Enter Planned Expenditures for Case Management Activities.

Referral/Assessment
Referral- All probationers/parolees referred by the courts, probation department,
or parole authority whether or not they have appeared as instructed at the appropriate
office of assessment and placement. A client is considred referred when a criminal
justice unit decides the client meets criteria and the client agrees to recommendation.

Assessment- A collection of detailed information concerning the client's substance
abuse and treatment history, current condition, emotional and physical health,
family status, social roles, victimization, education, criminal history, and other key
areas. Treatment assessment is conducted using protocols proven valid and
reliable, and should not be confused with classification of an offender's security
risk.

Placement *(Clients are considered placed when they are admitted to a program)*
Activities related to the identification of a drug treatment provider, providers of
other services, and routing the client to those providers.

Court Monitoring
Activities related to monitoring the status and progress of clients. Monitoring is done
by thecourt and follows a drug court model. Clients must report their progress.

Supervision
Activities to ensure client participation in drug treatment and compliance with
treatment program criteria. Clients are supervised by probation or parole officers.

Miscellaneous Management
Specify Miscellaneous. If you enter Planned Expenditures for miscellaneous case
management activities, provide a brief description of the services. Management
not conducted court, probation, or parole is considered miscellaneous managment.

5. Enter Planned Expenditure for SATTA (SB 223):

Drug Testing for SACPA Clients and Other Purposes.

6. Click the **SAVE** button at the bottom of the page to calculate and display the County Plan Service/Activity Information page with Totals and Percentages of Allocation.

7. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process to update the page until your data is correct. Click the Prior Page link at the bottom of the page to return to the County Plan Data Entry Selection page, once you are satisfied with the data.

County Plan Capacity Projection Information

Enter data to update the Capacity Projections page. Figure 3.31 is the Capacity Projections page. (Capacity = the number of slots or beds)

Figure 3.31: Capacity Projections Page.

Revised Plan Capactity Projections for Fiscal Year 2002/2003, Revision Date 06/02/2003
Status: *Draft*   Created: *07/22/2003*   Last Revised: *08/27/2003*

To update Capacity Projections, enter Capacity information and click the Save button.

		Capacity		
		Existing	Planned Additional	Total
Drug Treatment				
Non-Residential / Outpatient				
Treatment/Recovery - No Meds		20	0	20
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed		0	0	0
Day Program-Intensive		0	0	0
Detoxification - No Meds		10	0	10
Detoxification - Methadone, LAAM, or Other Meds Prescribed		0	0	0
Non-Residential / Outpatient Subtotal		30	0	30
Residential				
Detoxification (Hospital)		20	0	20
Detoxification (Non-Hospital) - No Meds		0	0	0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed		0	0	0
Treatment/Recovery - No Meds		10	0	10
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed		0	0	0
Residential Subtotal		30	0	30
Drug Treatment Subtotal		60	0	60
Other Service				
Literacy Training		20	0	20
Family Counseling		0	0	0
Vocational Training		20	0	20
Other Client Services		0	0	0
If Other Client Services exist or are planned, please provide details below				
Other Service Subtotal		40	0	40
Grand Total		100	0	100

[Save] [Reset] [Cancel]

1. To update the Non-Residential/Outpatient capacities, enter/update the **Existing Capacity** and **Planned Additional Capacity** fields for the following drug treatment types:

Note:
Participants reside outside the program facilities for these services.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities, and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

Day Program - intensive
This category includes:
(a) Services provided to drug abuse clients under Medi-Cal "Day Care Habilitative" category.

(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night, and may also have regularly assigned and supervised work functions.

(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.

Detoxification - no meds
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.

Detoxification - Methadone, LAAM, or other meds prescribed
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.

2. To update the Residential capacities, enter/update the **Existing Capacity** and **Planned Additional Capacity** fields for the following drug treatment types:

Detoxification (hospital)
Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.

Detoxification (non-hospital) - no meds
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is not administered.

Detoxification (non-hospital) - Methadone, LAAM, or other meds prescribed
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

3. To update the Other Services, enter data in the Update the **Existing Capacity** and **Planned Additional Capacity** fields for the following drug treatment services:

Literacy Training
Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in Section 9505 (12), Title 9, CCR.

Family Counseling
Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with Section 4980 through 4981 of the Business and Professions Code, as described in Section 9505 (10), Title 9, CCR.

Vocational Training
Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in Section 9505 (17), Title 9, CCR.

Other Client Services
Other Client Services are services the county plans to fund for services offered to
SACPA clients, excluding vocational training, family counseling, and literacy
training.

Note:
*Specify Other Client Services: List/describe services (other than those listed above)
that the county plans to fund in order to serve SACPA division.*

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4. Click the **SAVE** button at the bottom of the page to calculate and display County Plan
Capacity Information page with totals.

5. Enter additional updates and click the **SAVE** button if the information displayed is
incorrect. You can make adjustments and save to update the page until your data is correct.
Once you are satisfied with the data, click the Prior Page link at the bottom of the page to
return to the County Plan data entry selection page.

**County Plan
Client Projection
Information**

Enter the following data to update the Client Projections. See figure 3.32 for an example
of the Client Projections page.

1. Enter/Update the projected number of clients who will be referred for services by the
following sources:

      Referred From Parole
      Referred From Court/Probation

2. Enter/Update the projected number of clients by Service Type.

Non-Residential/Outpatient
Participants reside outside the program facilities for these services

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug
problems. In addition to individual and group sessions, services may also include:
educational sessions, recovery planning, counseling or psychotherapy, health
screening, medical services, social and recreational activities, and information about
and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this
service category.

Figure 3.32:
Client
Projections
Page.

Revised Plan Client Projections for Fiscal Year 2002/2003, Revision Date 06/02/2003
Status: *Draft*   Created: *07/22/2003*   Last Revised: *08/27/2003*

To update Client Projections, enter Number of Clients information and click the Save button.

	Projected Number of Clients
SACPA Parole Referrals	60
SACPA Court / Probation Referrals	40
Grand Total	**100**

	Projected Number of Clients
Drug Treatment	
Non-Residential / Outpatient	
Treatment/Recovery - No Meds	20
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0
Day Program-Intensive	0
Detoxification - No Meds	0
Detoxification - Methadone, LAAM, or Other Meds Prescribed	10
Non-Residential / Outpatient Subtotal	**30**
Residential	
Detoxification (Hospital)	20
Detoxification (Non-Hospital) - No Meds	0
Detoxification (Non-Hospital) - Methadone, LAAM, or Other Meds Prescribed	0
Treatment/Recovery - No Meds	10
Treatment/Recovery - Methadone, LAAM, or Other Meds Prescribed	0
Residential Subtotal	**30**
Drug Treatment Subtotal	**60**
Other Service	
Literacy Training	20
Family Counseling	0
Vocational Training	20
Other Client Services	0
If Other Client Services planned, please provide details below	
Grand Total	**100**

	Total Number of Clients Projected	Total Number of Tests Projected
SATTA (SB 223)		
Drug Testing	0	0

Save   Reset   Cancel

Prior Page

Day Program - intensive
This category includes:
(a) Services provided to drug abuse clients under Medi-Cal "Day Care Habilitative" category.

(b) Other day programs in which services are provided throughout the day and participation is according to a minimum attendance schedule (at least ten hours per week). Participants return to their homes at night, and may also have regularly assigned and supervised work functions.

(c) Intensive outpatient programs in which participants receive services at least two or more hours per day, three or more days per week.

Detoxification - no meds
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service.

Detoxification - Methadone, LAAM, or other meds prescribed
A service designed to support and assist participants undergoing a period of planned withdrawal from alcohol or drug dependence, and to explore plans for continued service, which includes prescribed medications.

Residential
In all types of residential services, participants reside in the program facility on a 24-hour per day basis, receiving food and shelter as part of the treatment/recovery service.

Enter/Update the projected number of clients by Service Type:

Detoxification (hospital)
Services provided in a licensed hospital, in which participants are hospitalized primarily for medical support during a period of planned withdrawal from alcohol or drug dependence.

Detoxification (non-hospital) - no meds
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is not administered.

Detoxification (non-hospital) - Methadone, LAAM, or other meds prescribed
Services provided in a licensed residential facility designed to support and assist the participant during a period of planned withdrawal from alcohol or drug dependence. Medication is administered during detoxification process.

Treatment/recovery - no meds
A service designed to promote and maintain recovery from alcohol or drug

problems. In addition to individual and group sessions, services may also include: educational sessions, recovery planning, counseling or psychotherapy, health screening, medical services, social and recreational activities and information about and referral to appropriate community services.

Treatment/recovery - Methadone, LAAM, or other meds prescribed
Outpatient programs and methadone maintenance programs are included in this service category.

3. Enter Planned Expenditures for the Other Service types.

Literacy Training
Literacy training is instruction and information presented in an individual or group setting to increase literacy skills - reading and reading comprehension as described in the Section 9505 (12), Title 9, CCR.

Family Counseling
Family Counseling is counseling with individuals, couples, or groups which examines interpersonal and family relationships, and is provided by an individual licensed in accordance with Section 4980 through 4981 of the Business and Professions Code, as described in the Section 9505 (10), Title 9, CCR.

Vocational Training
Vocational training is instruction presented in a group setting to increase opportunities for gainful employment as described in the Section 9505 (17), Title 9, CCR.

Other Client Services
Other Client Services are services the county plans to fund to provide services to SACPA clients, excluding vocational training, family counseling, and literacy training.

Note:
Specify Other Client Services: List/describe services (other than those listed above) that the county plans to fund in order to serve SACPA division.

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4. Enter/Update the Total Number of Client Projected for Drug Testing and Number of Tests Projected in the SATTA (SB 223) section.

5. Click the **SAVE** button at the bottom of the page to calculate and display County Plan Client Projection page with totals.

6. Enter additional updates and click the **SAVE** button if the information displayed is incorrect. You can repeat the process to update the page until your data is correct. Click the Prior Page link at the bottom of the page to return to the County Plan data entry selection page, once you are satisfied with the data.

County Plan Questions Page

If the user chooses to go to the Plan Questions page the user will have the option to answer the Plan Questions from Part I of the County Plan Template.

County Plan Description Files

The Plan Description Files page allows users to submit automated County Plan Narrative documents, and attach, view, download, and delete Plan Description files.

Users will be restricted from uploading more than one Plan Description file and one Board of Supervisors Resolution (or other Board approval document) per County Plan, and will not be able to modify documents on-line. Users will be required to delete the existing Plan Description and upload a modified document to make changes.

How to Attach a File

County users will have the ability to attach a Plan Description document and a Board of Supervisors Resolution (or other approval document) through file upload. The process will require a county to create these documents using Word with an extension of .doc.

1. Click the radio button next to the type of document you wish to attach. You will select either "County Plan Description" or "Board of Supervisors Resolution." Figure 3.33 is an example of the selection page.

Figure 3.33: File Attachment Selection Page.

2. Click the **UPLOAD** button, and the File Upload page will be displayed. Figure 3.34 is an example of the File Upload page.

Figure 3.34: File Upload Page.

3. Click the **BROWSE** button. This will allow you to select a file and will open a 'Choose File' window.

4. Click the appropriate file, and then click the **OPEN** button. The file name will be displayed on the 'File Name' window of the File Upload page. Figure 3.35 is an example of the File Upload page.

Figure 3.35: File Upload with File Page.

5. Click the **UPLOAD THE FILE** button. This will upload the file to the database and return you to the Plan Description Files page. The file name will be displayed under the document name.

How to View a File	To view a file that has been uploaded, right click on the document link under the 'Document Name' header. In the example below, you would right click on the County Plan.doc to open the document in a separate window. See figure 3.36 for example.

> **Note:**
> *The document will not be displayed if its format is not compatible with Microsoft Word.*

Figure 3.36: Plan Description Files Page.	

How to Download a File	To download a file, the user must save the document while the document is being viewed. To save the document, click "File" from the menu bar at the top of your screen, and click "Save As" from the drop-down menu. A window will appear allowing you to type in a file name, and click the **SAVE** button in a file of your choice. Pay attention to where you have saved the file on your computer so you can find it easily when you need it.

How to Delete a Document	Click the radio button next to the type of document you wish to delete. Then click the **DELETE** button. This will delete the existing document from the database.

Deleting a County Plan

County Plans with a status of DRAFT, FINAL and COUNTY APPROVED may be deleted. Plans with a status of ADP APPROVED and ADP REVIEW/ISSUES PENDING cannot be deleted.

1. Log on to the SRIS.

2. Click the Submissions link in the navigation bar on the left side of the screen.

3. Click the Fiscal Year link for which you want to view/update a County Plan. This will direct you to the Fiscal Year Options page. Click the County Plan link. See Figure 3.37

Figure 3.37: Fiscal Year Options Page.

4. Click the Delete an Existing County Plan link. The Delete an Existing County Plan page will be displayed. Figure 3.38 is the Delete an Existing County Plan page.

Figure 3.38: Delete a County Plan Page.

Department of Alcohol and Drug Programs   SACPA Reporting Information System

Alameda County   Health Care Services Agency/Behavioral Health Care Services

County Plans for Fiscal Year 2002/2003

To delete a County Plan, click the *Delete* button for the County Plan you would like to delete.

Allocated By ADP $300,000   **County Rollover** $25,000   **Total Available Funds** $325,000

	Plan Type	Version or Revision Date	Last Revised	Status	Total $ Allocated per Plan [Entity]	Allocation $ Difference (ADP Allocation - Plan [Entity])
Delete	Revision	06/02/2003	08/27/2003	Draft	30,000	295,000
Delete	Revision	06/01/2003	07/22/2003	Revision County Approved	30,000	295,000
Delete	Original	28	08/26/2003	Draft	15,000	310,000
Delete	Original	27	08/26/2003	Draft	0	325,000
Delete	Original	26	08/26/2003	Draft	0	325,000
Delete	Original	25	08/26/2003	Draft	0	325,000

5. Click the **DELETE** button next to the plan or revision you wish to delete. A message stating, "Are you sure you want to delete the Plan?" will be displayed.

6. Click **OK**. The selected plan, including County Plan Entity, County Plan Service/ Activity, Capacity Plan, Client Projections Information, Plan Questions and Plan Description file, will be deleted.